



Believe ♦ Behave ♦ Become

Calendar Dates

Spring Break	3/26- 3/30
Cesar Chavez Day Observed	4/2
Foundations Training Selected Middle Schools	4/25- 4/26

What's Due

Budget Development	3/14- 4/18
March Water Flushing	4/1
March On-line Metal	4/1

Friday Operation's Brief

Spring Break

Thank you school leaders for your commitment in serving our school communities. LD Central wishes that you have a restful week and enjoy family and friends. Be safe and we will see you back on **Tuesday, April 3, 2018**.



All Operations Coordinators will have their cell phones on. Feel free to call them should you have any questions or concerns. Maria Butler will be in the office all week from 8:00–4:00 pm. Should you need immediate assistance, please email or call her at murbin2@lausd.net or 213-241-0167.

Cesar Chavez Day



"Real education should consist of drawing the goodness and the best out of our own students. What better books can there be than the book of humanity?"

—Cesar Chavez

Cesar Chavez's influence lives on in people throughout this nation. As educational leaders, we have a unique opportunity to lead and model the work necessary to offer and give a glimpse of possibilities for our students. Thank you for leading and modeling the work.

"Cesar Chavez Day", March 31, 2018—A day intended to promote service to the communities in honor of Chavez's life and work. Monday, April 2, 2018 is an unassigned day for B, E, and C basis employees. **Your Plant Manager and B & G workers are scheduled to work. This would be a great opportunity for extra catch-up assignments.**

Consolidated Charitable Campaign

The great Maya Angelou said about charity "When we give cheerfully and accept gratefully, everyone is blessed." The Sharing Brings Hope Campaign (Consolidated Charitable Campaign) captures the spirit of charity. Did you know that this wonderful campaign raises money for 11 reputable organizations and over 400 individual charities they support? The agencies are diverse and range from scholarships for our students to basic medical services for the communities in our District. Please consider supporting this Campaign by participating in our various fundraising events, or by making a payroll deduction. Let us know how we can support your school sites to promote this worthwhile cause. For any questions, please do not hesitate to contact , Veronica Real, at (213)241-3906 or Ricardo L. Lopez, (213) 241-0137. **Remember , sharing brings hope!**



The Last 50 Days of School: Motivating our students to “Attend ‘til the End”



Spring break is here! The time frame between the break and the last day of school has typically been a period of decreasing attendance. Even students, who have attended school regularly from the beginning of the academic school year, will begin to take a few days off. Prevention is key in maintaining our students' motivation in attending school until June 7th. School leaders can motivate their students by continuing to talk about the importance of



attendance right up to the very last day. Additionally, implementing a themed attendance campaign with related events and activities is a fun and exciting way to promote attendance during the last stretch. For example, schools can hold events to mark the 150th Day of School (April 25th); hold pledge drives for students, parents, and staff to commit to attending the last 50 days; schools can hold contests between classes/homerooms for “Best Attendance” during the months of April and May; post promotional flyers and posters throughout campus; and award certificates to recognize achievers and improvers.

Attendance Taking Procedures—Student Walk Outs

Attachment 1 is a list of frequently asked questions pertaining to the documentation of student attendance during a walk-out.

For additional guidance or assistance with enrollment or attendance related issues, contact Pupil Services at 213-241-3844.



Promoting Monthly Campaigns to Support a Safe & Nurturing Environment

On the campus of RFK Community of Schools, the Psychiatric Social Worker (PSW) Team and students started planning early for Denim Day which is a campus-wide event that promotes awareness of preventing sexual assault during the month of April.

While developing the logistics for this event, the shooting tragedy hit in Parkland, Florida. As this marked the 18th school shooting incident for 2018, much conversation regarding prevention and nurturing a safe, engaging, and welcoming environment was spontaneously evolved amongst the RFK school leaders, staff, PSW Team, and students.

As a result, the Denim Day Project morphed into PeaceMaker Day to build relationships and

Friendship is...

community where the emphasis of PeaceMakers are the start of friendships. The event included an opportunity for all RFK students to express their feelings on a poster that simply said, “Friendship is...” Students included messages that stated “loyalty, trust, depending on someone, sharing secrets knowing someone has your back.”

Thank you to the RFK PSW Team for their monthly campaigns that support the foundational message at RFK Complex of Schools of promoting a non-violent, community-building environment.



Staff Attendance Goal: 78% of Staff at Work 96% of Time

Congratulations to the following 85 schools who are meeting the goal of their staff attending 96% of the time or better (no more than 4 absences) through February 2018! Please take time to share this information with your staff.



Location	Percent at 96% - Certificated	Percent at 96% - Classified	Percent at 96% - Total
BUSHNELL WAY CSPP	100%	100%	100%
KAHLO HS	100%	100%	100%
MCALISTER HS CYESIS	100%	100%	100%
GRATTS LA FOR YS	97%	100%	98%
IVANHOE EL	97%	100%	98%
LEXINGTON AVE PC	93%	100%	96%
FRANKLIN AVE EL	93%	100%	95%
CLIFFORD ST M/T MAG	94%	91%	93%
LOS FELIZ STEMM MAG	97%	83%	93%
CAHUENGA EL	94%	89%	92%
CASTELAR ST EL	98%	79%	92%
CONTRERAS LC GLBL ST	91%	100%	92%
ALLESANDRO EL	97%	71%	91%
DAHLIA HTS EL	92%	89%	90%
GARVANZA EL	100%	72%	90%
PLASENCIA EL	100%	74%	90%
ROSEMONT AVE EL	95%	82%	90%
24TH ST EL	98%	78%	89%
DELEVAN DRIVE EL	100%	73%	89%
ELYSIAN HEIGHTS EL	91%	86%	89%
SAN PEDRO ST EL	95%	78%	89%
HOOVER ST EL	90%	83%	88%
KING JR EL	88%	88%	88%
LOGAN ACADEMY	94%	78%	88%
MACARTHUR PK EL VAPA	94%	67%	88%
MICHELTORENA ST EL	97%	73%	88%
CDS TRI-C	93%	67%	87%
COMMONWLTH AVE EL	96%	71%	87%
GLASSELL PARK EL	91%	81%	87%
MAGNOLIA AVE EL	86%	89%	87%
NEWMARK HS	94%	60%	87%
WADSWORTH AVE EL	91%	79%	87%
BUCHANAN ST EL	91%	76%	86%
LAFAYETTE PARK PC	100%	75%	86%
LIZARRAGA EL	93%	73%	86%
OLYMPIC PC	91%	80%	86%
RFK LA SH ARTS	88%	75%	86%
ROCKDALE VAPA MAG	88%	73%	86%
VERMONT AVE EL	88%	83%	86%
WEST VERNON AVE EL	88%	82%	86%
DEL OLMO EL	84%	87%	85%
HOOVER AVE EL	88%	79%	85%
TRINITY ST EL	88%	81%	85%

Location	Percent at 96% - Certificated	Percent at 96% - Classified	Percent at 96% - Total
WEST ADAMS PREP SH	92%	75%	85%
20TH ST EL	93%	65%	84%
BUSHNELL WAY EL	90%	76%	84%
CLINTON MS	88%	78%	84%
FLETCHER DR EL	96%	65%	84%
LAKE ST PRIMARY	93%	73%	84%
LOS ANGELES EL	89%	77%	84%
28TH ST EL	86%	75%	83%
DORRIS PLACE EL	93%	62%	83%
RFK NEW OPEN WLD	93%	43%	83%
SALVIN SP ED CTR	77%	85%	83%
SOTOMAYOR LA LARS	88%	79%	83%
STUDIO SCHOOL	100%	43%	83%
WHITE EL	87%	75%	83%
YORKDALE EL	89%	73%	83%
ALDAMA EL	80%	88%	82%
ALEXANDER SCS	85%	75%	82%
ARROYO SECO MUS/S MAG	94%	62%	82%
KIM EL	91%	63%	82%
LOCKWOOD AVE EL	91%	70%	82%
MAPLE PC	84%	80%	82%
RFK UCLA COMM SCH	83%	81%	82%
UNION AVE EL	88%	73%	82%
ATWATER AVE EL	93%	69%	81%
HOOVER AVE PC	96%	55%	81%
KIM ACADEMY	91%	68%	81%
10TH ST EL	91%	65%	80%
ANGELOU COMMUNITY SH	90%	67%	80%
RIDE EL SMART ACAD	92%	58%	80%
FRANKLIN HS	79%	79%	79%
HUERTA EL	91%	53%	79%
JEFFERSON SH	78%	82%	79%
JONES EL	83%	73%	79%
KING MS MAG FLM/MEDIA	86%	69%	79%
LEE EL MED HLTH MAG	83%	74%	79%
MONTE VISTA ST EL	81%	75%	79%
ADAMS MS	81%	74%	78%
ALEXANDRIA AVE EL	81%	70%	78%
MAIN ST EL	81%	71%	78%
RFK AMBSDR GLBL EDU	87%	67%	78%
RIORDAN PC	95%	55%	78%
SOTOMAYOR LA HADA	83%	63%	78%

Preparing for and Preventing Weapons Violence

The Office of Emergency Services in District Operations has several resources available to help schools prepare for and prevent incidents of weapons violence. These resources can help parents understand critical emergency actions taken at schools (Attachment 2).



Restorative Justice: Adults as Models

Restorative approaches allow adults to model emotional literacy and develop the student's empathy, so that their drive to behave in a negative way is challenged not by punishment, but by the impact the behavior has on others in society. It is not about using fear to force a person to change behavior or make amends, but instead using structured conversation to make them accountable for what they choose to do.



Upon reading this, some adults will no doubt be labelling the RJ "soft" or "unsupportive" (you see these comments a lot among adults when restorative approaches are discussed). But detentions and suspensions do not make students accountable for behavior – they simply provide feedback for a specific action. If they did work, our suspension rates would not be so high; those same children would not be in trouble each time. We are not changing behaviors with suspension. They are a simple and basic response, not the professional, considered interaction that should be expected of adults.

Career Day at 49th St. ES

49th St ES paired Career day with Read Across America Day. The event was a success! Here is a rundown of the event.



Guests included: the principal from John Adams who happens to be an alumni from 49th Street School, two engineers, a project manager for a software company, a photographer and a videographer, two attorneys, a doctor, two MALE nurses, a financial controller, an electrician, a producer, a representative from the Mayor's office and the councilman's office, LAPD officers and LA School Police officer, a landscape architect, and several college and university students.

In addition to being read to, 3rd through 5th grade students learned about the importance of higher education as the pathway to a career of their choice. 1st and 2nd grade students were visited by college and university students who shared their experiences and emphasized the

importance of reading.

Play Leaders escorted guests during the event. The "synergy" was evident throughout the day. It was definitely a "Think-Win-Win" event!



Random Metal Detector Searches



This is a reminder that Random Metal Detector Searches are to be conducted daily at all secondary schools. Certification of the Random Weapons Searches is required monthly. All secondary schools must participate in the review process.

Local District Central will collect Attachment A of the Administrative Search Bulletin for the next 4 consecutive Mondays (Attachment 3). Please refer to the table on right for weeks and due dates.

Week of Log	Due
April 3-6	April 9



**Student Health and Human Services
Pupil Services
Q&A: Attendance Taking Procedures- Student Walk Outs**



1. Q – How should a student's attendance be documented if they participate in a walkout?

A - Record students as present, absent, tardy or left early, including reason code and time in/out in MiSiS as appropriate. If a student walks out after attendance has been taken, update the attendance record from present (P) to left early (LE).

- An unexcused left early of less than 30 minutes should be coded with a reason code 2 (unexcused).
- An unexcused left early that is more than 30 minutes should be coded with a reason code 3 (non-compliant).

2. Q – What if a student returns to class after participating in activities related to a walkout?

A - If a student returns to class from a walkout, update the absence (A) to a tardy (T).

- An unexcused tardy of less than 30 minutes should be coded with a reason code 2 (unexcused).
- An unexcused tardy that is more than 30 minutes should be coded with a reason code 3 (non-compliant).

3. Q- Why can I only see the last attendance activity entered when the student's attendance was updated multiple times within the same period? (ex: tardy then left early within the same class period)

A- All attendance records must be maintained accurately. A tardy (T) and a left early (LE) within the same period must be documented accordingly. All student attendance activity entries will display on the student's Attendance Status Audit Report in MiSiS.

4. Will these absences count toward truancy classification?

A- Please note that a tardy and/or left early with a reason code "3" will be counted toward truancy classification (REF-5464.6, Initial Notification of Truancy (1st NOT) Central Automation and School Generated (2nd and 3rd NOT) Procedures, dated August 11, 2017)

For additional guidance or assistance with enrollment or attendance related issues, contact Pupil Services at 213-241-3844.

Resources for Schools to Prepare for and Prevent Weapons Violence from the LAUSD Office of Emergency Services

The Office of Emergency Services in District Operations has several resources available now to help schools prepare for and prevent incidents of weapons violence. Many of the resources can help parents understand critical emergency actions at schools.

Integrated Safe School Plan – Updated annually and available online to every school staff member. The plan covers preparedness and response to all threats and hazards, including Lockdown and Rapid Relocation. A printed copy is available at every school in the main office for parent review. <http://achieve.lausd.net/issp>

Emergency Plan Apps - Versions of the LAUSD Emergency Plan app are customized for employees and parents/students. Both apps are free. Schools received posters promoting the app in English and Spanish in January 2017.

<http://achieve.lausd.net/emergencyapps>

- The LAUSD Staff/Responder Emergency Plan app is available to all District employees and local first responders and includes 21 categories of Districtwide emergency response procedures.
- The LAUSD Community Emergency Plan app is available in English and Spanish for parents/guardians, students, and members of the public. This app contains information about how LAUSD schools prepare for and respond to a variety of emergencies and crises and includes checklists for students.

Parent Emergency Information Website – This website explains how LAUSD schools prepare for and respond to a variety of emergencies, communication methods, and student reunification. The entire website is available in English, Spanish, Korean, Chinese, and Armenian. <http://achieve.lausd.net/pei>

Parent Guide to Emergencies at LAUSD Schools – a one-page information sheet (English/Spanish) explaining what parents can expect at school during an emergency. Emergency drill letter templates also available. <https://achieve.lausd.net/Page/2309>

Weapons-Free Schools Poster Series – These posters were developed and delivered to high schools several years ago to encourage a weapon-free campus climate and deter students from bringing weapons on campus. <https://achieve.lausd.net/Page/4835>

Emergency Preparedness PowerPoint – This presentation is available for schools to download and customize for parent/community meetings.

<https://achieve.lausd.net/Page/2706>

Resources for Schools to Prepare for and Prevent Weapons Violence from the LAUSD Office of Emergency Services

STEPS Online Training Program – The Safety Training for Emergency Preparedness at Schools (STEPS) program is a series of 40 short, online courses on the Learning Zone, designed to prepare LAUSD employees for emergency situations at school. STEPS courses are divided into sections for teachers, administrators, school police officers, and all employees, however, any course in the series can be taken by any employee. Many of the STEPS courses are helpful in addressing aspects of school violence.

<http://achieve.lausd.net/steps>

- STEPS 101 Employee Duties During an Emergency
- STEPS 203 What to Do if There is a Lockdown at School
- STEPS 207 Mediating Student Conflicts
- STEPS 208 Responding to Threats on Campus
- STEPS 212 What to Do When a Student is in Crisis
- STEPS 213 Duties of the School First Aid Team
- STEPS 301 Responding to Student and Adult Threats for the Los Angeles School Police Department
- STEPS 302 School Police Response to a Lockdown
- STEPS 400 Basics of School Site Emergency Management (prerequisite for 400 series)
- STEPS 403 Planning for and Responding to a Lockdown at School
- STEPS 406 Conducting a Vulnerability Assessment
- STEPS 407 Communication Methods During an Emergency
- STEPS 408 Threat/Risk Assessment and Management
- STEPS 409 Crisis Preparedness, Response, and Recovery
- STEPS 419 Student Release and Parent Reunification Procedures Following an Emergency
- STEPS 420 Incident Command System - Structuring your Emergency Response
- STEPS 421 Principles of Unified Command - Working with First Responders and Outside Agencies



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT A

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Educational Services

Random Metal Detection Search Log for: _____ School Month: _____

Search Team Members:

A. _____ B. _____ C. _____ D. _____
E. _____ F. _____ G. _____ H. _____

Day	Time	Participating Search Team Members	Student Selection Method	Number of Students Searched	Room Number	Search Results/ Findings